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UNITED STATES GOVERNMENT
Memorandum

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TO : Director of Training

DATE: 14 April 1965

FROM : Plans and Policy Staff

SUBJECT: Biweekly Activities Report
31 March - 13 April 1965

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1. On 8 February we received coordination copies of Training [REDACTED] Since then all Directorates except the DDP have submitted their comments or concurrences. Three weeks ago this office requested the Special Assistant to the DD/S to jog the DDP for their comments so we could get these regulations published. As of this date we have had no further information as to the status of the DDP coordination. These regulations have been in process in one stage or another since April 1964!! [REDACTED] Bureaucracy moves slowly, I know, but this is ridiculous.

2. Educational Specialist

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On 1 April 1965 [REDACTED] conferred with Mr. [REDACTED] Chief, Records Administration Staff/DDS, about an Instructor Training Course for Records Admin. people. Subject to confirmation, [REDACTED] will conduct an ITC for [REDACTED] group the week of 7-11 June 1965.

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During the period 29 March--2 April 1965, [REDACTED] attended a course, "Presentation of Ideas," given by the General Services Administration Institute. [REDACTED] will submit a written report on the course at a later date.

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